

School Improvement and Federal Programs



ACSIP Statewide Field Test Overview



Public School Accountability Division Leaders

Mr. Elbert Harvey
**Coordinator of Public School
Accountability**

Elbert.harvey@arkansas.gov

Phone: 501-682-4390

Mr. Bobby Lester
Director of Federal Programs

Bobby.lester@arkansas.gov

Phone: 501-682-4379

Ms. Annette Barnes
**Assistant Commissioner of
Public School Accountability**
Annette.M.Barnes@arkansas.gov
Phone: 501-682-5891



The School Improvement Unit

Who are we?

Dr. Richard Wilde, Ed.D

Public School Unit Program Manager

Richard.wilde@arkansas.gov

Phone: 501-683-3434

Mr. John Harris

State ACSIP Administrator

John.harris@arkansas.gov

Phone: 479-965-2191

Cellular: 479-462-2672

Mrs. LaDonna Spain

State ACSIP Administrator

ladonna.spain@arkansas.gov

Phone: 870-367-4836

Cellular: 501-580-9715

Ms. Chantel'le' Williams

ACSIP Software Contact
Specialist

Chantelle.williams@arkansas.gov

Phone: 501-682-1699

Cellular: 501-580-7614

School Improvement Specialists

<http://www.arkansased.gov/divisions/public-school-accountability/school-improvement/school-improvement-specialists>



The Federal Programs Unit

Who are we?

Mrs. Jayne Green

Title I Director

Jayne.green@arkansas.gov

Phone: 501-682-4231

Mr. Rick Green

Title IIA Program Advisor

Rick.green@arkansas.gov

Phone: 501-682-4373

Mr. Miguel Hernandez

Title III Program Advisor

Miguel.hernandez@arkansas.gov

Phone: 501-682-6620

Federal Programs Specialists

<http://www.arkansased.gov/divisions/learning-services/federal-programs>

Topic for the Day

ACSIP Statewide Field Test overview and conversations



ACSIP Statewide
Field Test

Supporting Arkansas Schools for Arkansas's Future





Q. Why is it called a Field Test?

A. *Greater flexibility*

Feedback based on
district & school needs

Field Test Advisory
Team

Increased Flexibility
to:

- Remove items
- Revise items
- Add items
- Change due dates



USER FRIENDLY

**RESEARCH BASE
INSIDE THE TOOL**

**NEW
ACSIP**

**INDIVIDUALIZED
& CONTINUOUS
IMPROVEMENT**

**ADULT PRACTICE
= STUDENT
OUTCOMES**



Separate...

**Federal and State
Applications**

Finance

A circular diagram consisting of four thick, curved arrows pointing clockwise. The arrows are colored red, blue, green, and yellow. The word "Improvement" is written in a light blue rounded rectangle in the center of the circle.

Improvement



ACSIP Statewide Field Test

Supporting Arkansas Schools for Arkansas's Future



Federal and State Requirements



ACSIP Statewide Plan

[DISTRICT

LEVEL]	Form Name	Requirement	Due Date
	State Categorical Funding – General Description (NSLA/PD/ALE/EL)	<i>Required</i>	October 1, 2015
	Federal - Notice of Funds Transferred	<i>Required</i>	May 1, 2016
	ACSIP Assurances	<i>Required</i>	October 1, 2015
	Title I – Application for Funds Part 1	<i>Required</i>	October 1, 2015
	Title I – Application for Funds Part 2	<i>Required</i>	October 1, 2015
	Title II – Part A – Teacher Quality	<i>Required</i>	October 1, 2015
	Title III Guidance and Application	<i>Required</i>	October 1, 2015
	Declaration of Non-Participation	<i>Required</i>	October 1, 2015
	District Parental Involvement Plan (<i>Optional template</i>)	<i>Required-Optional in the Software</i>	Must be posted to district's website by October 21, 2015
	SPED Application- Preschool, School Age, Budget, Declaration of Non- Participation	<i>SPED Pilot Districts ONLY</i>	Various Due dates located in the software
	Improvement Process	Notes:	Due Date
	District Success Indicators ---District KEYS = 7	<i>Required</i>	Preliminary Submission of Progress: Dec. 1, 2015. End of Year Submission of Progress: March 30, 2016



ACSIP Statewide Plan

[SCHOOL

LEVEL] Forms	Requirement	Due Date
State Categorical Funding – General Description (ALE/ELL/NSLA/PD)	Required	October 1, 2015
Supplemental Compliance Report	Required	October 1, 2015
School Parental Involvement Plan (Optional template)	Required but optional in the software	Must be posted to district's website by October 21, 2015
Schoolwide Plan Rubric for Monitoring and Evaluation	Required	Must be completed, signed, and uploaded by October 1, 2015.

Improvement Process	Requirement	Due Date
School Success Indicators ---Schools(not Priority/Focus) = 13 ---Focus Schools = 18 KEY ---Priority Schools = 18 KEY	Required	Preliminary Submission of Progress: December 1, 2015. End of Year Submission of Progress: March 30, 2016



ARKANSAS
DEPARTMENT
OF EDUCATION

Federal Applications

(October 1st)

Federal Application, what does this mean?

- A narrative that uses guiding questions to explain and describe how funding is being used
- Application forms submitted for approval
- Federal funds require preapproval



Title I, Part I Application

I. TITLE I

Describe the LEA's strategies to provide high quality sustained support to all Title I elementary, middle, and secondary schools. Label each question and answer. Be sure to address each lettered and/or bulleted item separately. ALL REQUESTED DOCUMENTATION SHOULD BE LABELED AND SUBMITTED AS SECTION I.

A. HIGHLY QUALIFIED:

1. DESCRIBE the process, including specific timelines/dates used to ensure that all teachers meet the qualifications of their teachers by addressing each lettered item below.

a. Describe how and when (date) the school or LEA notifies parents of the right to request information regarding the professional qualifications of their child's teacher as "Parent's Right to Know").

b. Describe the process of providing timely notice (letter) to parents of the right to request information regarding the professional qualifications of their child's teacher 4 or more consecutive weeks by a teacher or substitute teacher.

c. Identify by name, title, FTE, and department the person(s) responsible for ensuring compliance with Section 1111 (h)(6)(A).

Title I, Part I Application includes:

- A. Highly Qualified
- B. Schoolwide Programs
- C. Targeted Assisted Programs
- D. Parent Involvement
- E. Equitable Services to Private Schools
- *Special Note- If Skipping Schools



Title I, Part II Application

	A		D
4			
5	School Budget Per Pupil Cost Breakout		Notes of how calculations work for Per Pupil Page
6	Annual Allotment PLUS Funds Transferred to Title I		Equals = current year allocation plus transfers in
7	Cash on Hand		What is held at district level
8	Allotment Balance from previous year		Carryover from prior year (funds budgeted, but not spent)
9	District Level Costs (excluding 3352 Non-Public Schools)		\$ set aside for district level spending
10	Indirect Costs		\$ budgeted for indirect cost in the Title I budget
11			
12			
13	Total Amount Available for Instructional Programs	-	Total available to spend for instructions minus Indirect Cost and district level budget amount
14	Total Budgeted to Public Schools	-	Total of all schools budgets
15	Total Budgeted to Non-Public Schools	-	From Non-Public tab
16	Total Budget to Schools	-	Eq
17	Amount NOT Budgeted to Schools	-	
18			
19	Total Number of low-income students in schools served	-	Th
20	Average SCHOOL cost per low-income child served in Titl		Th
21			
22			
23	Parent Involvement		
24	1% of the Annl Allotment + transfers in =	-	
25	District 5% of the 1% =	-	
26	School level 95% of the 1%=	-	
27			
28	Professional Development for Non-Public schools =		
29			
30	District wide programs for Non-Public schools=		
31			
32	Homeless =		
33			
34	Non-Public schools =		
35			
36	Title I Set Aside for Neglected (line 1594) =		
37			

INSTRUCTIONS Method Used School Budget Cost Public Schools Non-Public Schools Reservation

Ready

Title I, Part II Application includes:

- Method Used for Grade Span Grouping and low- income eligibility
- Determining Per Pupil Cost Breakout and Parent Involvement
- Non-Public Schools and reservations



2015-16 - Title I Budget - Cost Per Child Calculations

DISTRICT LEA/NAME:

Title I, Part II Application:

- Cost Per Child

Check box on Method of Use page

Title I Budget - For Public Schools

LEA Number	School Name	School Served - (Y or N)	Grade Span	Total Number Public Students	Number of Low-Income Public Students	Number of Low-Income Private Students	% Low Income Students	AVG Recommended Cost Per Child	Actual Per Pupil Amount Allocated	Title I Budget for Non-Public Students	Actual Budget for School	SKIP School (x)
0101001			K-5	489	338		69.1%			-	-	
0101003			6-8	291	186		63.9%			-	-	
0101004			9-12	390	209		53.6%			-	-	
0101008			K-5	87	46		52.9%			-	-	

INSTRUCTIONS

Method Used

School Budget Cost

Public Schools

Non-Public Schools

Reservation

Budget Summary



2015-16 Title I Budget Summary

Title I, Part II Application:

- Budget Summary

DISTRICT LEA/NAME: 0101000 - DeWitt

EXAMPLES:

Description	Category	Elaborate as to what will be done with the amount and how it relates	Amount	Code
Instructional Facilitators in identified Title I buildings	<input type="checkbox"/> Classified Salaries <input type="checkbox"/> Classified Benefits <input checked="" type="checkbox"/> Certified Salaries <input type="checkbox"/> Certified Benefits <input type="checkbox"/> Purchased Services <input type="checkbox"/> Materials and Supplies <input type="checkbox"/> Capital Outlay	2 Math Instructional Facilitators will be utilized to increase student achievement in the following buildings: Green Elementary and Lester Middle School	120,000.00	6501229400300000
Benefits of Math Facilitators	<input type="checkbox"/> Classified Salaries <input type="checkbox"/> Classified Benefits <input type="checkbox"/> Certified Salaries <input checked="" type="checkbox"/> Certified Benefits <input type="checkbox"/> Purchased Services <input type="checkbox"/> Materials and Supplies <input type="checkbox"/> Capital Outlay	Insurance, FICA, TR, etc.	30,000.00	6501229400300000

ENTER INFORMATION HERE:

Description	Category	Elaborate as to what will be done with the amount and how it relates to the indicated category.	Amount	Code
	District Indirect Cost			
	<input type="checkbox"/> Classified Salaries <input type="checkbox"/> Classified Benefits <input type="checkbox"/> Certified Salaries <input type="checkbox"/> Certified Benefits <input type="checkbox"/> Purchased Services <input type="checkbox"/> Materials and Supplies <input type="checkbox"/> Capital Outlay			
	<input type="checkbox"/> Classified Salaries <input type="checkbox"/> Classified Benefits <input type="checkbox"/> Certified Salaries <input type="checkbox"/> Certified Benefits <input type="checkbox"/> Purchased Services <input type="checkbox"/> Materials and Supplies <input type="checkbox"/> Capital Outlay			
	<input type="checkbox"/> Classified Salaries <input type="checkbox"/> Classified Benefits <input type="checkbox"/> Certified Salaries <input type="checkbox"/> Certified Benefits <input type="checkbox"/> Purchased Services <input type="checkbox"/> Materials and Supplies <input type="checkbox"/> Capital Outlay			

INSTRUCTIONS

Method Used

School Budget Cost

Public Schools

Non-Public Schools

Reservation

Budget Summary



ARKANSAS
DEPARTMENT
OF EDUCATION

State Special Needs Funding General Description

(October 1st)



State Categorical Supplemental Forms

- ❑ General Description use of funds
 - ▣ *Evaluation of Interventions*
 - ▣ *Any supplemental forms required by legal following rule modifications**
 - ▣ ***Required at both the School and District levels***
- ❑ Transfer form for State Categorical if needed
- ❑ Optional Budget Planning Worksheets

*Rules in accordance with Act 841 have not yet been revised.



**Arkansas Public District and School
General Description for the use of
State Categorical Funding**

District or School

LEA #

Introduction

Act 841 of 2015 established that each district and school will develop and submit to the ADE a general description for the use of state categorical funds. This general description, the list of allowable expenditures found in Special Needs Funding rules, and the related detail in APSCN will be utilized by legislative audit to determine the appropriateness of expenditures. Thus, with the general description of a specific program, it is important to clarify how the funds are being utilized to meet the established intent of the funding, how the expenditure is supplementing above state requirements (except PD), and how the effectiveness of the program activities will be evaluated to determine future continuance or discontinuance of the program, position, or supplemental service.

The team developing the ACSIP plan should consider at a minimum the following rules:

Student Special Needs Funding Rules

http://www.arkansased.gov/public/userfiles/rules/Current/ade268_SpecNeedsFunding - June 2012.pdf

ACTAAP Rules

<http://www.arkansased.gov/public/userfiles/rules/Current/ACTAAP-FINAL - September 2014.pdf>

In addition to reviewing the rules, the following statutes are applicable to the ACSIP development:

Statute

A.C.A. § 6-15-425	A.C.A. § 6-15-2106	A.C.A. § 6-17-2402
A.C.A. § 6-15-426	A.C.A. § 6-15-2201	A.C.A. § 6-20-2303
A.C.A. § 6-15-431	A.C.A. § 6-15-2202	A.C.A. § 6-20-2305

Directions:

1. Enter your responses.
2. Click "Save" at the bottom of the form to save your responses.
3. To submit your report, return to the Statewide Field Test Dashboard, go to the Required Reports section, and click the Student Special Needs Funding General Description Report "submit" button.

State Categorical General Description

- ❑ General Descriptions are developed and submitted for use of State funds in ACSIP.
- ❑ Funding details will be included in APSCN to be used by legislative audit to determine the appropriateness of expenditures.
- ❑ Allowable versus approvable



2015-16 NSLA General Description

District or School

LEA #

Revenue: 32381

Source of Funds: 281

Date of modifications:



Please provide a general description including the purpose and program evaluation of the NSLA programs, positions, and other expenditures.

Guiding Questions:

- **What** is the **process** for determining the funding source needs at the district and school?
- **Describe** how the programs, positions, or other **expenditures support needs?**
- **How** does the district intend to **evaluate the effectiveness of the programs and positions?**



Optional State Budget Transfer Sheet

2015-16 PLANNING BUDGET

State Funds Transfer Sheet

School District:

0

LEA #:

0

100% of funds below can be transferred from any fund.

Current Allocation				Transferred To				Total Transferred From	
Funding	Fund Allotment	Net Cash	Eligible	ALE	ELL	NSLA	PD	Amount	Percent
ALE	0.00	0.00	0.00		0.00	0.00	0.00	0.00	#DIV
ELL	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV
NSLA	0.00	0.00	0.00	0.00	0.00		0.00	0.00	#DIV
PD	0.00	0.00	0.00	0.00	0.00	0.00		0.00	#DIV
Total Transferred To:				0.00	0.00	0.00	0.00		

The State Transfer Sheet will be generated from the previous budget pages.



Optional Planning

State Categorical Budgets

2014-15 PLANNING BUDGET							
District-wide Budget Report for NSLA - State 281							
School District:	0				LEA #:	0	
	Revenue Code: 32381				Source: 281		
	OBJECTS						
BUDGET CODE/FUNCTIONS	61000 Employee Salaries	62000 Employee Benefits	63000-65000 Purchase Services	66000 Material & Supplies	67000 Capital Outlay	68000 Other Objects	TOTAL
1103 K-3 Summer School Remediation							0.00
1105 Preschool							0.00
1110 Kindergarten							0.00
1120 Elementary							0.00
1130 Middle/Junior High							0.00
1140 High School							0.00
1170 Summer School							0.00
1190 Other Regular Instructional Programs							0.00
1210 Itinerant Instruction							0.00
1220 Resource Room							0.00
1230 Special Class 1:15 Ratio							0.00
1240 Special Class 1:10 Ratio							0.00
1250 Special Class 1:16 Ratio							0.00
1290 Preschool Special Needs							0.00
1300 Workforce Education Programs							0.00
1510 Basic Skills/Tutors							0.00
1511 Before/After School Programs							0.00

▶▶

ALE

ELL

NSLA

PD

State Transfer

⚙



Process Timeline 1st Semester

Commissioner's Memo COM-15-082 6/10/2015

- ❑ **July/August Training begins**
- ❑ **September Technical assistance as needed** (Co-Op Level Workshops continue).
- ❑ **October 1 Federal Applications** (district only) and **State Categorical General Descriptions** (district and school level) submission.
- ❑ **October 15 ADE ACSIP Supervisors begin review with coaching comments of district progress in assessing and planning required Indicators.**
- ❑ **November 15 ADE ACSIP Supervisors begin review of coaching comments from district to schools and provide technical assistance to Federal Program Coordinators.**



Process Timeline 2nd Semester

Commissioner's Memo COM-15-082 6/10/2015

- ❑ **Revised January 8 Cognos Budget Report for Federal Programs uploaded into Indistar.**
- ❑ **December 1- March 1 ADE ACSIP Supervisors provide district with coaching comments and technical assistance. Regional meetings as needed.**
- ❑ **March 30 All required indicators should be assessed and planned.**
- ❑ **May 30 Second Cognos Budget Report for Federal Programs uploaded.**



Who did we want at the July/August Trainings?

Commissioner's Memo COM-16-002 7/2/2015

- Superintendent or designee
- District Federal Program Coordinator
- District level Process Manager
- Bookkeeper



ACSIP Statewide Field Test

Supporting Arkansas Schools for Arkansas's Future



Providing an excellent education to all Arkansas students is of the utmost importance, and many schools are implementing innovative programs to inspire student success. To better assist schools with providing the best education possible, the Arkansas Department of Education is launching the **Arkansas Comprehensive School Improvement Planning statewide field test** during the 2015-2016 year.

All Arkansas public and charter schools use the ACSIP model, as defined by Ark. Code Ann. § 6-15-419, to identify a school's goals, instructional programs, and strategies toward meeting student needs. While the ACSIP model has been used for more than 10 years, the statewide field test this school year will feature new software and a new process that opens the door for improvement at all schools.

The new program allows district and school leadership teams to collaborate to determine best practices and areas for improvement in addition to developing strategies for meeting short-term and long-term goals. It also gives schools an opportunity to receive feedback from ADE throughout the entire year. Providing the best education possible requires effort, collaboration and innovative strategies. The following links provide information regarding how the field test will benefit schools.

[Leadership Practices and Procedures](#)

[The Basics](#)

[Logging into the Arkansas Statewide Field Test Tool](#)

[July/August 2015 Statewide Field Test Training Materials](#)

For more information, please contact:

Richard Wilde Ed.D., Public School Program Manager
Arkansas Department of Education
Division of Public School Accountability

[ACSIP Statewide Field Test](#)

[School Improvement Conference 2015](#)

[School Improvement Conference 2014](#)

[School Improvement Specialists](#)

[Related Laws](#)

[Related Commissioner's Memos](#)

Related Links

[COM-16-002 Specific Training Dates for the New ACSIP Software and School Improvement Process State-wide Field Test and Title I, Title II-A and Title III Applications](#)

[COM-15-082 Additional Information for the New ACSIP Software and School Improvement Process State-wide Field Test and Title I, Title II-A and Title III Applications](#)

[Center on Innovations in Learning](#)

[School Community Network](#)

[ADI Research, Reports and Resources](#)

[Academic Development Institute \(ADI\)](#)

[Indistar® Success Stories](#)

[Indistar®](#)

[Rules Governing the Distribution of Special Needs Funding and Determination of Allowable Expenditures](#)

[COM-15-074 New ACSIP Software and School Improvement Process Statewide Field Test with Federal Program Applications 4/27/2015](#)

<http://www.arkansased.gov/divisions/public-school-accountability/school-improvement/acsip-statewide-field-test>



Logging In

“Indistar Website” <http://www.indistar.org/>.

District	School
Login:	Login:
Password:	Password:



What are the elements of the ACSIP process?



ACSIP Statewide
Field Test

Supporting Arkansas Schools for Arkansas's Future



Required Forms

**Continuous
Improvement**

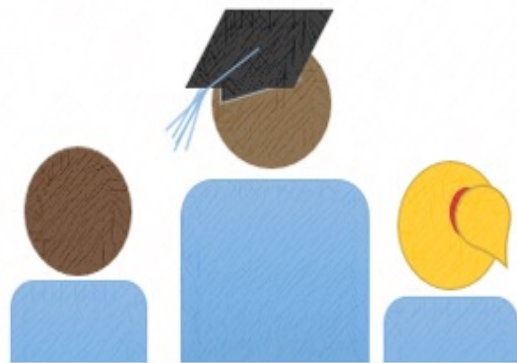
Submissions

Resources



ACSIP Statewide Field Test

Supporting Arkansas Schools for Arkansas's Future



District Level - Demonstration Site

1



Document Upload

2

Share this guest login with building staff, school board, parents, and others
*Guest Login - Password / **guestdar1319 - guestdar1319***

Share the Leadership Team login with the Leadership Team members
*Leadership Team Login - Password / **LTD1319 - LTD1319***

3



District Bulletin Board

4

Home

Complete Forms

Submit Forms/Reports

Docs & Links

Coaching

5



[District Success Indicators](#)

Description

A framework where all district leadership teams will participate in a continuous cycle of assessment, plan implementation, and progress tracking of research-based effective practice.

6

Review Progress



Frequently Asked Questions

- When will the training materials become available?

Most of the training materials are available. Remaining materials will be available the week of August 3, 2015.

- What is the peer review process for 2015-2016?

The district leadership team is the peer review team for the schools. Peer review is a continuous process throughout the year as an on-going continuous process.



Frequently Asked Questions

- Does the guest log in meet the requirement for posting the ACSIP on the district and school websites?

The ACSIP guest log ins meet the requirements for posting the ACSIP to the websites.

- When will the school level log ins and passwords be available for the schools?

The ADE will provide school log ins and passwords to schools during the first part of August starting August 3, 2015.



Frequently Asked Questions

- When is the specific finance training?

As specific needs are identified. Trainings will be developed and posted on the ADE website. We will continue to utilize the workday concept at the regional cooperatives and utilize the Statewide Field Test Advisory Team to determine the need from the field.



Frequently Asked Questions

- How do we gain approval for our ACSIP?

Federal Programs are approvable through the application process.



Frequently Asked Questions

- Are there Federal Program budgets to be submitted at the building level?

Actual budgets and expenditures are tracked in APSCN. District and school level budgets are identified in APSCN.



Frequently Asked Questions

- What is the last date to modify the State Categorical General Descriptions?

Prior to the June 30, 2016 close of the current year.



The School Improvement Unit

Who are we?

Dr. Richard Wilde, Ed.D

Public School Unit Program Manager

Richard.wilde@arkansas.gov

Phone: 501-683-3434

Mr. John Harris

State ACSIP Administrator

John.harris@arkansas.gov

Phone: 479-965-2191

Cellular: 479-462-2672

Mrs. LaDonna Spain

State ACSIP Administrator

ladonna.spain@arkansas.gov

Phone: 870-367-4836

Cellular: 501-580-9715

Ms. Chantel'le' Williams

ACSIP Software Contact Specialist

Chantelle.williams@arkansas.gov

Phone: 501-682-1699

Cellular: 501-580-7614

School Improvement Specialists

<http://www.arkansased.gov/divisions/public-school-accountability/school-improvement/school-improvement-specialists>